

Executive Registry
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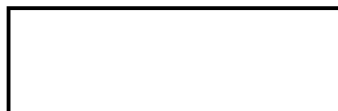
20 February 1981

MEMORANDUM FOR: DDO
D/NFAC
Chairman, NIC

SUBJECT : Notification of Interdepartmental
Group Meetings

1. It has come to our attention that the National Intelligence Officers (NIOs) are not always being notified of Interdepartmental Group (IG) meetings and have missed some meetings where they were expected to brief. The Assistant Secretaries of State who are responsible for convening Interdepartmental Group meetings look upon the DDO Division Chiefs as their point of contact and, therefore, only notify them of the upcoming IG meetings.

2. I would like to request the DDO Division Chiefs to notify their NIO counterpart whenever an IG meeting is scheduled so the NIO has adequate time to prepare whatever materials are necessary for participation in the meeting.



B. C. Evans
Executive Secretary

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